JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Behaviour Manager	**Location**	Abbeyfield School
Salary	Grade K Point 32 - 36 £42,839 -£47,181 FTE. Post will be paid pro-rata. Actual Salary - £36,847 – £40,582	**Hours**	37 hours per week, 39 weeks per year Permanent contract
Department	Support Staff	**Reports To**	Assistant Principal

JOB PURPOSE:

To provide students with the skills of reflection and restorative practise.
To support the pastoral team in reducing recidivist behaviours.
To lead and oversee the detention strategy.
To lead and oversee the Reflection Room.

KEY RESPONSIBILITIES AND DUTIES:

- To work with the AP Behaviour and Attitudes to ensure the effective daily behaviour of students.
- To lead and manage the detention strategy, with the wider pastoral team.
- To support the effective management of the school behaviour systems, expectations and sanctions.
- Act as police and community liaison for the school alongside other key staff.
- Undertake any relevant searches of students and assist other staff members in the correct way to search and obtain consent appropriately from stakeholders.
- Oversee key pastoral expectations for a specific year group or key stage as directed by the Assistant Principal.
- Provide support to the Heads of Year in the absence of unavailability of other staff.
- Support Assistant Principal in investigating incidents and complaints.
- Ensure student voice is prioritised through statements, witness accounts and restorative practices.
- Support with ensuring behaviour records are correct and completed.
- Support with any behaviour-based paperwork or submissions as required.
- Lead and develop communication systems between the pastoral team, Heads of Year, to address individual student needs through a collaborative approach.
- Work as part of a Team, responding to First Aid calls on a rota basis.

Strategic Direction And Development

- Make a significant contribution to the development, communication and implementation of the vision for the school.
- Promote and uphold the values and ethos of the school and Creative Education Trust such that the highest achievements are expected from all members of the school community.
- Support with development of behaviour improvement plans to maximise impact.

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- Support the drive for successful change across the school.
- To lead on strategic areas of school improvement and be able to demonstrate impact of this.

Supporting Teaching And Learning

- Oversee the curriculum of students who are missing learning, especially due to behaviour sanctions.
- Ensure catch up plans are in place for students as needed.
- Make a significant contribution to ensuring high quality teaching and learning across the school leading to good or better academic progress for students. Reinforce the link between behaviour and learning in the classroom.
- Promote the development of students' moral, spiritual, physical and social progress through - supporting the implementation of the wider personal development of students.
- Drive innovation in education, ensuring the school is able to respond to a changing external environment and that the skills, learning and aspirations of children and young people are developing and enhanced at all key stages.

Leadership Of People

- Provide exemplary leadership for the whole school community acting as a role model for staff and students.
- Support a high level of presence and proactive visibility around school and promote high staff morale and ownership of the behaviour for learning expectations.
- Contribute to the provision of high-quality training and development within Behaviour for Learning.
- Develop high-quality leadership in both academic and pastoral areas through effective line management of Pastoral leaders.
- Manage challenging parents and community members as necessary.

Student Welfare, Behaviour And Attitudes And Personal Development

- Support a high-quality pastoral structure so that behaviour and attitudes are outstanding supporting all students fulfil their potential.
- Support the monitoring of the Personal Development provision.
- Ensure students and parents are informed about positive and negative progress and are able to understand targets and improvements alongside behavioural expectations.
- Ensure a data driven approach to tracking and monitoring good behaviour around school and in lessons. Ensure staff expectations are high and establish a culture of praise and consistent applications of consequences.
- Proactively promote an atmosphere of respect, recognition, celebration and mutual support in the school.
- Maintain an environment which feels safe and enables students to report any concerns or complaints.

Resource Management

- Be accountable for the management of any devolved budget, including rewards, providers of educational support and initiatives to improve behaviour.
- Manage aspects of the organisation as requested to ensure that resources are used effectively and efficiently in order to achieve a positive learning environment.
- Promote the highest achievement for all alongside value for money.
- Maximise the acquisition and use of grants and other fund-raising opportunities as required.

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Partnerships And Promotion Of The School

- Support partnership working, particularly with sister schools within Creative Education Trust, to ensure that this is a strength of the school and enhances the opportunities available to students.
- Present a coherent and accurate account of the delegated areas of responsibility in a form appropriate to a range of audiences.
- Support the successful transition for all students.
- Actively support and establish links with other learning establishments and employers and training providers to maximise opportunity for students.
- Maintain a high profile image of the school in high quality public presentations.
- This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.
- The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

JOB REQUIREMENTS:		
	Essential	**Desirable**
QUALIFICATIONS	• Good English and Maths skills, preferably to GCSE Grade 3 minimum or equivalent.	• Degree or similar level or studying towards
EXPERIENCE	• Experience of reducing recidivist behaviour of challenging students. • Experience of promoting outstanding behaviour and attitudes across a Key stage / school. • Experience of using target setting, data analysis and curriculum innovation to improve performance. • Strong listening and de-escalation skills • A strong track record of working successfully with the local community and support agencies. • Experience of working calm under pressure, able to regulate your self and others.	• Experience of more than one school

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KNOWLEDGE AND UNDERSTANDING	• A clear commitment to Inclusion. • An in-depth understanding of school behaviour and the school improvement strategies needed to achieve outstanding behaviour and attitudes, student progress and personal development. • The ability to develop a philosophy of high aspiration and expectation for every student giving cognisance to SEND, equal opportunities, diversity and ethos. • The ability to analyse data, identify issues and trends and address identified areas for improvement. • Understanding of all relevant accountability frameworks.	.
SKILLS AND PERSONAL ATTRIBUTES	• Strong presence and a 'can-do' personality. • High expectations of self and others. • Resilience and motivation to manage day-to-day challenges and ability to find creative solutions to problems and resolve conflict effectively. • Strong organisational skills and the ability to delegate. • Effective and skilled at implementing systematic behaviour management systems with clear boundaries, sanctions, rewards and praise. • Relishes accountability and takes personal responsibility for their own actions. • Ability to inspire and motivate large groups of staff, students or parents.	

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	• Excellent critical thinking skills; creative approach to problem solving , intellectual curiosity and rigour. • Commitment to inclusive education providing opportunity for achievement for all. • Integrity, openness, energy and enthusiasm. • Strong interpersonal, written and oral communication skills.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • **Empowering Ambition:** Supporting personal growth, innovation and high performance. • **Championing Equity:** Promoting fairness, inclusion and high expectations for every student. • **Unlocking Opportunity:** Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.